



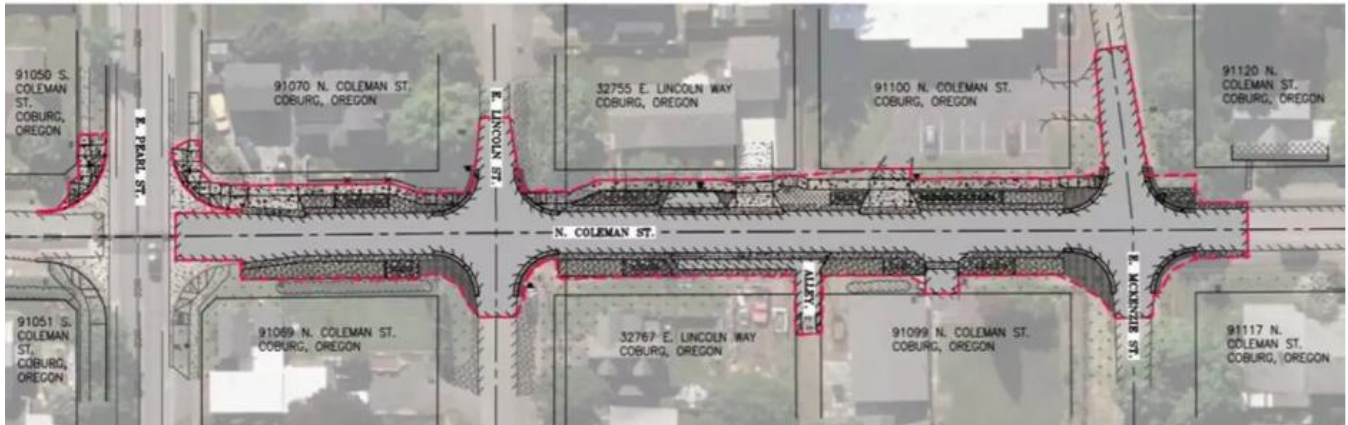
ADMINISTRATION REPORT

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of council and staff.

FEATURED ITEMS

May 2026

1. Coleman Collector Street – Phase I Update



May Construction Update

Construction work is progressing on schedule on N Coleman Street. Concrete work has been completed for the new sidewalk, driveways and intersection curbing. Storm drainage systems are nearly complete and the roadway surface is being prepped for paving. Roadway paving is tentatively scheduled to be complete the week of May 18th and the project overall is on track for a June 30th completion date. Much appreciation to the residents of the project area that have been significantly impacted by this project and to the community for the small traffic detours that are necessary for the construction to take place. Thanks also to the project team at AB Utilities and Brian Harmon, Coburg Public Works Director for overseeing the work.

2. Coburg Rd/Bottom Loop - Intersection Traffic Control Changes

Lane County Public Works recently completed an analysis of the intersection of Coburg Rd/Bottom Loop Rd/N Coburg Rd and determined that a four-way stop would improve the safe functioning of the intersection. This work is scheduled for the second half of May and will include required temporary signage that indicates to motorists of a traffic control change ahead.

The City of Coburg has agreed to assist and support the transition with enhanced Coburg PD presence at this intersection in the early transition and it will remain a focus area over the summer with an objective of “normalizing” the four way stop well prior to the fall start of school.





3. Business Retention and Expansion Survey – Summer 2026

The City of Coburg Economic Development team (City Administrator, Planning Director) engaged with a University of Oregon Public Policy Graduate student, Tannaz Moghaddas, to complete a Business, Retention and Expansion Survey (B,R & E) with an objective of understanding the current economic climate for our traded sector (light industrial) businesses and how the City can support their operations and continued success and viability.

Final review of the survey is being completed in May and the survey is planned to be live in June. A summary report will be generated and presented to Council in the Fall of 2026. Special thanks to Tannaz in being the driving force in getting the survey assembled and ready to go, as well as to Jason Harris, Economic Development Director at Lane County who also reviewed the survey and provided constructive edits to strengthen the final product.

4. Housing Capacity Analysis & Buildable Lands Inventory

The State grant funded Housing Capacity Analysis (HCA) project is off and running. This housing planning project aims to better understand the community’s housing needs and ensure that adequate land and appropriate policies for future housing for the next 20 years. Staff and LCOG consultants developed an Engagement Plan for the project which includes convening a technical advisory committee (TAC), conducting stakeholder interviews, deploying a survey, keeping updated project information and input opportunities online, and hosting open houses, as well as public meetings for decision making bodies.

The TAC will have approximately five members and meet five times between June 2026 and March 2027. The survey will be deployed in early summer. Once key components of the HCA are complete, an open house will take place in the fall to share findings and seek additional community input.

The Coburg Planning Commission will receive regular updates and make a recommendation to Council on adoption in early 2027.

CURRENT PROJECTS AND CONTRACTS

| Project Type | Description | Est Cost | Complete Date |
|--------------|--|--------------------------|---------------|
| Water | Well #3 – Wellhouse, treatment, SCADA | \$1,334,000 | Oct 2026 |
| Water | Stallings Transmission Line | \$1,000,000 | January 2027 |
| Streets | Collector St Project (Coleman Phase I) | \$600,000 \$ (MPO Grant) | June 2026 |
| Water | Water Conservation & Management Plan | \$50,000 | June 2026 |
| Streets | Major Maintenance Contract | \$50-\$75,000 | July/Aug 2026 |
| Parks | New Park Pre-Development Work | \$20,000 | August 2026 |



| Citizen Inquiries | Submit Date | Status |
|---|-------------|----------------------------|
| Industrial noise – Shane Ct | 6/21/24 | Paused - Ongoing |
| Light/Glare – From Roberts Rd affecting Residential | 11/25/24 | Active |
| Traffic/Ped Safety – Mill St/Diamond St | 4/16/26 | Active – Data/Study |
| Traffic Safety – Christian St (inadequate dead end signage) | 4/20/26 | Active – Lane County coord |
| Nuisance Property – Skinner St (Weeds, trash, misc.) | 4/29/26 | Active – In progress |
| Right of Way – private use of chemicals | 5/4/26 | Complete – notices sent |
| Vegetation/Weeds – Various locations | 5/11/26 | Active – In progress |

DEPARTMENT ACTIVITY AND STATISTICS

Staff maintains various activity, work order and case log type records that are utilized for required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some data comes from third party systems and not always in a format that is easily summarized or customized.

PUBLIC WORKS

Water System:

Monthly meter reading, door hangars
Water leak repair at PVE

Wastewater System:

Callouts for collection system included commercial FOG (fats, oil, grease) issues. Follow ups with businesses on proper use/maint.

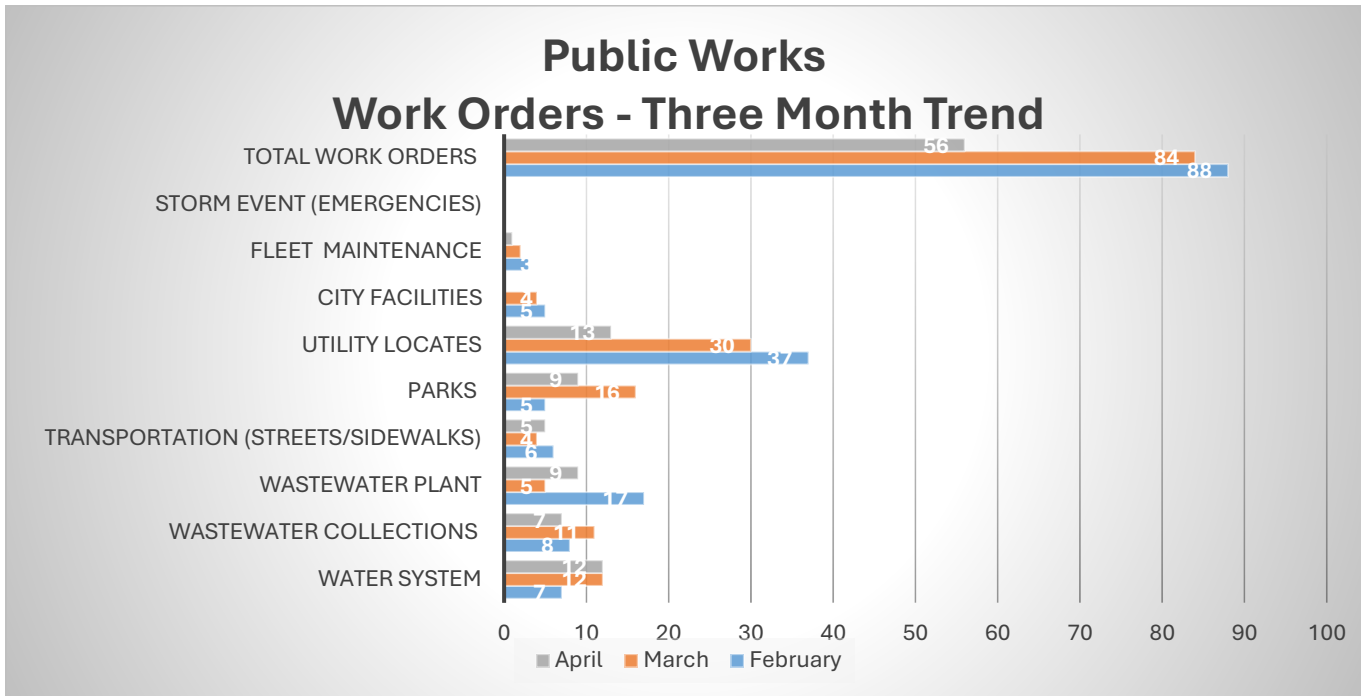
Streets/Storm Drains:

Arbor Day activities at two locations (Van Duyn parkrow & Bruce/Abby swale)
Coleman Collector Street project mgmt./coordination

Facilities:

City Hall – Landscape maintenance, parking lot prep for re-striping in May

| Work Order Type | February | March | April |
|-----------------------------------|-----------|-----------|-----------|
| Water System | 7 | 12 | 12 |
| WasteWater Collections | 8 | 11 | 7 |
| WasteWater Plant | 17 | 5 | 9 |
| Transportation (Streets/Sidewalk) | 6 | 4 | 5 |
| Parks | 5 | 16 | 9 |
| Utility Locates | 37 | 30 | 13 |
| City Facilities | 5 | 4 | 0 |
| Fleet Maintenance | 3 | 2 | 1 |
| Storm Event (Emergencies) | 0 | 0 | 0 |
| TOTALS | 88 | 84 | 56 |



MUNICIPAL COURT

Citations (Crimes and Violations)

- New Citations for April 7, 2026 Court Date: 86

April 2026 Receipts Including Collections,

- Total Fines: \$22,827.77 (total monies taken in for the month, nothing deducted), compared to \$ 17,901.07 in April of 2025
- Net Fines: \$ 17,150.00 (City share only, NOT including collections), compared to \$12,120.00 in April of 2025

April 2026 Professional Credit Service Collections:

- Total Collection Revenue: \$ 4,445.77 compared to \$5,781.07 in April of 2025
- Turned over to collection: \$ 7,461.00 compared to \$ 2,825.00 in April of 2025

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- Upcoming Court Date: May 5, 2026
- May 1, 2026 - Go Live with Court Online Payment Portal



PLANNING

- Issued three Structural/Plumbing/Mechanical/Electrical permits in April, including a commercial structural permit for the construction of Building D at the Roberts Rd. Industrial Village
- Attended various regional transportation meetings including MPC, TASC, TPC & Safe Lane Transportation Coalition
- Received final plat application for a pending partition on N. Coleman St. (SUB 01-26)
- Completed the constraints list for the Buildable Lands Inventory (BLI), completed draft Community Engagement Plan, and begun the recruitment process for the technical advisory committee (TAC) for the Housing Capacity Analysis (HCA)
- Attended open forums and webinars presented by DLCD's Housing Accountability and Production Office (HAPO)
- Real World class (now called Local Solutions Studio), facilitated focus group exercise at the April Park Tree Committee meeting for deeper engagement on current use and opinions of the Loop Path
- Supported Arbor Day planting project

POLICE

MULTIPLE OFFICER RESPONSE:

- Officers responded to Apel Extrusions on N. Industrial Way to Assist Fire with a seizure **Agency Assist**
- An Officer and LCSO Deputies responded to a report of a missing juvenile at Kamping World **Resolved**
- An Officer and LCSO Deputies responded to Arco for an Assault/Strangulation **Arrest**
- Officers responded to the area of N. Coleman and Macy St. for a follow-up investigation **Resolved**
- Officers responded to Harrisburg for a request for cover on a traffic stop **Agency Assist**
- Officers responded to a report of Fraud on N. Willamette Street **Report/Civil Issue**
- Officer and Mental Health Services responded to a behavior health call at Serenity Lane **Agency Assist**

SINGLE OFFICER RESPONSE:

- Officer responded to a report of a suspicious subject at Norma Pfeiffer Park **Info/No Crime**
- Officer responded to a city ordinance violation at 91193 N. Skinner Street **Information/Warning**
- Officer responded to City Hall for a citizen contact **Information**
- Officer responded to S. Industrial Way for a follow-up investigation **Follow-Up**
- Officer responded to City Hall for a citizen contact **Information**
- Officer responded to the TA Truck Stop for a dispute **Resolved**
- Officer responded to a report of a disorderly subject on N. Willamette St. near Macy **Report**



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| | |
|---|------------------------------|
| • Officer responded to the Arco Gas Station to conduct a follow-up investigation | <i>Follow-Up</i> |
| • Officer responded to an illegal camping complaint on Macy Street | <i>Unable to Locate</i> |
| • Officer responded to a Robbery at the Arco Gas Station | <i>Report/Pending Arrest</i> |
| • Officer responded to a citizens contact at City Hall | <i>Information</i> |
| • Officer responded to I-5 and E. Pearl Street for an unknown problem | <i>Information</i> |
| • Officer responded to City Hall for a citizens contact | <i>Information</i> |
| • Officer responded to a traffic hazard at the TA Truck Stop on E. Pearl Street | <i>Resolved</i> |
| • Officer responded to a report of reckless driving on Van Duyn Rd. | <i>Unable to Locate</i> |
| • Officer responded to an alarm at 91432 N. Industrial Way | <i>Patrol Check</i> |
| • Officer responded to the Arco on S. Industrial for a follow-up investigation | <i>Follow-Up</i> |
| • Officer responded to a disabled vehicle on I-5 northbound | <i>Public Assist</i> |
| • Officer responded to a suspicious vehicle at 32832 E. Pearl Street | <i>Advised</i> |
| • Officer responded to a citizens contact at City Hall | <i>Information</i> |
| • Officer responded to a report of an alarm at 90920 Roberts Rd. | <i>Unfounded</i> |
| • Officer responded to a report of a Trespass and Theft on S. Willamette Street | <i>Report</i> |
| • Officer responded to a report of a suspicious vehicle on Roberts Ct. | <i>Patrol Check</i> |
| • Officer took a subject with a warrant into custody as a result of a traffic stop | <i>Warrant Arrest</i> |
| • Officer responded to a report of a possible drunk driver on E. Pearl Street | <i>Unable to Locate</i> |
| • Officer responded to a public assist call on Van Duyn Rd. | <i>Public Assist</i> |
| • Officer responded to citizen contact at City Hall | <i>Information</i> |
| • Officer responded to the TA Truck Stop regarding a found animal | <i>Resolved</i> |
| • Officer responded to an alarm at 33070 Roberts Ct. | <i>Information</i> |
| • Officer responded to a non-injury crash at the TA Truck Stop | <i>Resolved</i> |
| • Officer responded to Kamping World on S. Stuart Way regarding a follow-up Investigation | <i>Follow-Up</i> |
| • Officer responded to an address on E. Mill for a follow-up investigation | <i>Follow-Up</i> |
| • Officer responded to an alarm at 33005 Roberts Ct. | <i>Patrol Check</i> |
| • Officer responded to a report of Identity Theft at City Hall | <i>Report</i> |
| • Officer responded to a report of a historical sex abuse | <i>Report</i> |
| • Officer responded to a report of a subject walking in the northbound lane of I-5 | <i>Unable to Locate</i> |
| • Officer responded to a report of an alarm at 32929 Roberts Ct. | <i>Information</i> |
| • Officer responded to a report of illegally parked vehicles on Roberts Rd. | <i>Advised/Warning</i> |
| • Officer responded to a report of an alarm at 90920 Roberts Rd. | <i>Patrol Check</i> |
| • Officer responded to a citizens contact at City Hall | <i>Information</i> |

Patrol Checks = 66

Total Activities = 197



OTHER ACTIVITIES:

- Firearms Qualification was held at the Junction City Police Department Range on 4/16. Following the qualification, low-light firearms instruction was held with live fire exercises. Members of CPD conducted firearms training while using a weapon mounted lighting system and with the utilization of flashlights in low-light conditions. Additionally, familiarization with new weapon mounted optics was conducted.
- Reserve Sgt. Larson and Evidence/Records Technician Read attended a two-day background investigation course held at the Junction City Police Department to further their skills when conducting new hire backgrounds.
- The Coburg Police Department has purchased new handguns for full-time staff. Glock model 47 with Aimpoint (COA) red-dot sights. These weapons are chambered in 9mm, which will be utilized after staff attends instruction on the utilization of this weapons system. This purchase was made to stay current with the trends of law enforcement and to provide officers with common handguns utilized by surrounding departments. This will better enable our instructors and officers to retain and provide knowledge and assistance to other agencies in the area.

UPCOMING EVENTS:

- Reserve Sgt. Larson will attend a handgun weapon mounted optics instructor course at the Deschutes County Sheriff's Office range, located outside of Bend on May 26th and May 27th. This will provide Sgt. Larson with the skills necessary to instruct CPD members on new technology utilized on weapons sights that new duty weapons are equipped with.